

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** ADMINISTRATOR AIRPORT BUSINESS

**Date:** June 26, 2003

**Position Level:** 10

**FLSA Status:** Exempt

**Class Code:** 10-8

### GENERAL DESCRIPTION

Responsible for budget/financial tasks pertaining to the Key West International Airport and the Marathon Airport daily operations which includes the Federal Aviation Administration and Florida Department of Transportation Grants and Grant Projects for both Airports.

### KEY RESPONSIBILITIES

1. Administer FDOT and FAA grants.\*
2. Assist in planning of grant projects.
3. Assist with Requests for Proposals.
4. Maintain JACIP computer based program.\*
5. Process requests to purchase and Purchase Orders. Process invoices for payment.
6. Process Airline bills on a monthly basis.\*
7. Coordinate, attend and travel to meetings as needed.\*
8. Assist in identifying, planning and implementation of security needs/requirements.
9. Prepare the FAA Annual Financial Report and the PFC Quarterly Reports for the Airports.\*

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> AIRPORT BUSINESS ADMINISTRATOR	<b>Class Code:</b> 10-8	<b>Position Level:</b> 10
---	-------------------------	---------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending emergencies.
<i>Other:</i>	Previous experience in airport operations, grants or finance is helpful.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_